

# INSTRUCTIONS for PARENTAL POWER OF ATTORNEY

A Parental Power of Attorney is sometimes called a form for Delegation of Parental Powers. A person (usually a parent or guardian) signs a Parental Power of Attorney in front of a notary to give a trusted and willing person (Attorney-in-Fact or Agent) power to act in place of the parent or guardian. The parent or guardian in this case is called the Principal. A Parental Power of Attorney must be notarized. A Parental Power of Attorney is NOT a court order.

**STEP 1:**     **OBTAIN** the Power of Attorney packet at the Maricopa County Superior Court “forms” website, or at one of the Law Library Resource Centers located in the valley.

**Downtown Phoenix**  
101 W. Jefferson St.  
Phoenix, Arizona 85003

**Northeast Court Facility**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**Northwest Court Facility**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Facility**  
222 East Javelina Avenue  
Mesa, Arizona 85210-6201

- Read the Parental Power of Attorney FAQs and Instructions
- Complete the Parental Power of Attorney Form

**STEP 2:**     **TAKE** the following to a Notary Public. You may find a Notary at most banks or listed in the Yellow Pages. They usually charge a fee. [The Clerk of Court will not notarize your documents and there is no need to file these documents with the Court.]

- The Witness
- The original completed Parental Power of Attorney Form
- Photo ID for the witness and you

**STEP 3:**     **SIGN** the Parental Power of Attorney in front of the Notary and

- Tell the Witness to sign the form in front of the Notary
- Wait for the Notary to notarize the Parental Power of Attorney

**STEP 4:**     **MAKE COPIES** of the Parental Power of Attorney for each person or organization you deal with

- Keep the original for your records
- Give a copy to the Attorney in Fact
- *Show* the people and organizations the *original*, and give them the copy